

**Connecticut Community Colleges  
Board of Regents for Higher Education**

**ANNOUNCEMENT OF POSITION OPENING**

**POSITION:** Director/Financial Aid Services  
Full-time Position

**ANTICIPATED  
STARTING DATE:** January 27, 2012

**MINIMUM  
QUALIFICATIONS:** Incumbents are required to have demonstrated advanced knowledge and abilities in the following areas:

- Strong working knowledge of federal, state and private financial aid funding sources, their policies and regulations;
- Substantial experience with financial aid information systems;
- Experience leading, supervising and training financial aid staff in a higher education environment;
- Experience managing a multi-million dollar financial aid budget;
- Exceptional interpersonal skills.

These minimum qualifications are acquired through a combination of education, training and experience which would include a Master's Degree in a related field together with four to seven years of related experience including a minimum of two to four years of supervisory experience.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their experience has prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

**RESPONSIBILITIES:** The Director serves as the chief system designee for student financial aid providing leadership and direction in all areas of financial aid administration including policy analysis and development, research, legislative and regulatory analysis, program management and the SunGuard Banner Higher Education financial aid system. The Director provides leadership and assistance to Board of Regents staff and all member institutions.

**SALARY:** Minimum salary \$76,131 - commensurate with experience and excellent State benefits.

**APPLICATION  
PROCEDURE:**

Mail letter of intent and resume to:  
***Director of Financial Aid Services Search***  
Huyen Woods  
Board of Regents for Higher Education  
61 Woodland Street  
Hartford, CT 06105

**APPLICATION  
DEADLINE:** Applications must be received no later than December 27, 2011

**The Board of Regents for Higher Education and the Board of Trustees of Community-Technical Colleges are Affirmative Action/Equal Opportunity Employers. Protected group members are strongly encouraged to apply.**